





**North County Regional Fire Authority**  
**COMMISSIONER'S MEETING**  
via ZOOM  
**May 27, 2020**  
**4:00pm**

Finance Manager will actively monitor outstanding checks to ensure there are no stale checks or issues of non-payment.

3. Exit Items

- a. Disbursements/Purchases
  - i. credit card receipts to demonstrate validity of charges
  - ii. Make sure small and attractive items make to Authority's asset list
- b. Billing discrepancy
  - i. When billing other agencies, make sure to double check rates/figures
- c. Credit Card Policy
  - i. Update to reflect credit limits of each card and internal controls
- d. Agreements and contracts
  - i. Ensure all final signed contracts are filed in organized manner
- e. Executive sessions
  - i. Need to include estimated length and start time for exec sessions.

**Apparatus Surplus – Tender**

It was recommended to keep the old tender rather than surplus it because the firefighters state that it runs well, the PTEs can drive it, the cost to keep it is low and can be sure as a training apparatus for the training center. It was also suggested that in the future when discussing surplus items that the Board of Commissioners be provided with an inventory list to be able to visually see what apparatus is available. It was decided that we will remove the tender from surplus and keep it for future use.

**NEW BUSINESS**

Randy Krumm provided the financial report for April 2020.

Snohomish County EMS has been notified by South County Fire that the space they are currently utilizing there needs to be vacated 6/01/2020. We would like to explore the possibility of housing them at Station 97. They would sign a contract that would be mutually agreed upon to allow them to utilize our space as well as piggy back onto our benefit package (medical/dental/PERS). There would be a hold harmless agreement established to ensure it's clear that this person is an employee of NCRFA however will have indemnification if any legal, HR/employment issues arise and we are not responsible for any management of this employee. The office space at Station 97 would be leased at a rate of \$2 per square foot. The exit strategy if the partnership wasn't working would be to execute the terms put into the contract. Rich Davis would help put this agreement together. It was also noted that Rich Davis is also the attorney for the Snohomish County EMS, however he has an agreement that can be replicated for our relationship with Snohomish County EMS to eliminate any attorney/client privilege issues that may arise.

**Motion to allow the Fire Chief to enter into an agreement with Snohomish County EMS, with a 90-day trial period with monthly updates. No walls within Station 97 can be altered during this initial 90-day period.**

1<sup>st</sup>: Commissioner Longley

**DISCUSSION:** Commissioner Williams would like to ensure that the commercial landlord laws are reviews and this agreement would be in compliance with those laws and have our attorney review.

Commissioner Cade made a friendly motion to amend the original motion to include that Snohomish County EMS would be responsible for all legal fees born by SCEMS as they are the sole beneficiary of the agreement and NCRFA is simply a host to SCEMS.

1<sup>st</sup>: Commissioner Cade

2<sup>nd</sup> Commissioner Johnson

**DISCUSSION:**

**APPROVED:** Unanimous



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**CHIEF'S REPORT**

There have been multiple RFA Annexation planning meetings with Arlington. The process is positive and moving forward as targeted with weekly meetings and staff to-do lists.

Chief Kraski and Chief Cermak continue to work together to address current issues relating to COVID and the new norm, as well as preparation for the annexation committee meetings.

Work was completed on researching the need for an Emergency Vehicle Technician. Steve Towers has notified NCRFA of his retirement, so we will have to make a decision on our direction. I will have a staff report for next meeting outlining a potential new job position to fill this need.

An inspection of the two fire apparatus was made by FF Woofenden, AC Bartlett, and FF ten Hoopen. Several modifications had to be made during the in person inspection as well as several paint chips occurred enroute from the factory.

AC Bartlett modified and resubmitted the SAFER grant submission for four positions to help reduce the pressure on the PTE system. With COVID, they added 100% funding for three years for this next period of three years. So we recalculated the amount available to fund the positions at 75/75/35 and added a fourth position to further reduce the PTE challenges of turnover and availability. We should be notified by mid-September.

Tuesday checks occurred to the stations and equipment. There was clearly work performed but a lack of communication through the chain of command of the expectation and communicating the work performed over the weekends during "Spring Cleanings." Progress is being made, but the message came from me in Directive form and at the Captain's meeting, and now needs to be reinforced and managed by the Station Captains.

**COMMITTEE REPORTS**

Commissioner Oakes reported on the options that were put before the RFA Committee members regarding the potential governance structure if Arlington Fire annexes with NCRFA. Arlington is holding an RFA Discussion Retreat on June 1<sup>st</sup>.

**CORRESPONDENCE**

Roberta Hanson sent a thank you card for our support of a wildland fire in Arlington. We also received a \$300 donation from former Volunteer Firefighter and former Assistant Fire Chief Irv Tellesbo. He stated he wanted to buy lunch for the crews. This generous donation was enough to cover lunch for all three shifts and was much appreciated by everyone.

**GOOD OF THE ORDER**

Stillaguamish Tribe of Indians provided a \$300,000 donation. These funds have been earmarked for use in the new training center.

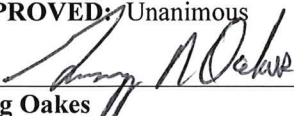
**ADJOURNMENT – Motion to adjourn at 5:35pm**

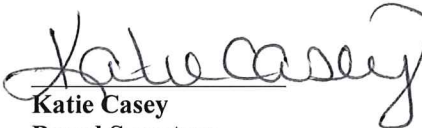
1<sup>st</sup>: Commissioner Iverson

2<sup>nd</sup>: Commissioner Williams

**Discussion:**

**APPROVED:** Unanimous

  
\_\_\_\_\_  
Greg Oakes  
Chair

  
\_\_\_\_\_  
Katie Casey  
Board Secretary

